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9 January 1957

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OFFICE OF PERSONNEL MEMORANDUM NO. 20-580-6

SUBJECT: Instructions for Implementing Personal Rank Assignment  
Provisions of [REDACTED] Competitive Promotion

REFERENCE: [REDACTED] Competitive Promotion, dated 29 November 1956

RESCISSION: OPM No. 20-500-8 (46-55), dated 28 July 1955, Subject:  
Temporary Assignments Under Authority of Paragraph 5  
of Regulation [REDACTED] Temporary Assignment Without  
Change in Grade

1. GENERAL

- a. The Agency has adopted a competitive evaluation promotion policy with the aim of ensuring maximum equity, objectivity and impartiality in promotions. To ensure a truly competitive promotion system, the referenced regulation authorizes personal rank assignments to make possible the granting of promotions, earned competitively, to individuals who must, in the best interests of the Agency, complete a tour or assignment in a position of lower grade level.
- b. [REDACTED] assigns to the Director of Personnel the responsibility for approving personal rank assignments when required by a promotion request, and for providing Heads of Career Services with periodic reports on the status of utilization of the Career Service Staffing Authorization. This memorandum outlines responsibilities within the Office of Personnel and procedures for fulfilling these responsibilities.

2. RESPONSIBILITIES

- a. The Chief, Personnel Assignment Division (PAD) is responsible for:
- (1) Reviewing, for the final approval of the Director of Personnel, requests submitted by Heads of Career Services for personal rank assignments to ensure that such assignments meet the criteria outlined in paragraph 3a of the referenced regulation. The justification on which the personal rank assignment is based shall be indicated by the digit "8" followed by the appropriate paragraph number of the criteria listed in paragraph 3a of [REDACTED] after the regular T/O position number, as follows:

"81" - To enable an employee to be competitively promoted and complete a specific tour or assignment in a position of grade lower than his grade after promotion.

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S 0  
NEXT REVIEW DATE: \_\_\_\_\_  
DATE 18 1981 REVIEWER: 029125

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- "82" - An employee is the only qualified individual available for assignment to a position which must be filled immediately.
- "83" - The employee possesses such unusual background, contacts, or qualifications for a particular position that his assignment to that position is essential to an Agency program.
- "84" - An employee's service record and qualifications clearly predict satisfactory performance in a position of his grade, and staffing plans provide for the filling of such a position in the near future, but no appropriate assignment of proper grade is currently available.
- "85" - To permit an employee to obtain specific experience essential to the planned future utilization of his services.
- (2) Determining, in conjunction with the Head of the Career Service and the Operating Official concerned, the maximum period of time the personal rank assignment will be in effect, and recording the expiration date in the "Remarks" section of SF-52.
- (3) Reviewing the personal rank assignment in advance of the expiration date to determine, in conjunction with the Head of the Career Service and the Operating Official concerned, whether it should be allowed to expire, and, if not, for ensuring that action is initiated in the same manner as the original personal rank assignment request to effect its extension.
- (4) Conducting a review to determine whether those temporary assignments to lower grades made under the provisions of R [REDACTED] (25X1A rescinded) should be terminated or converted to a personal rank basis as authorized in R [REDACTED] (25X1A). If converted, expiration date and justification should be determined as outlined in (1) and (2) above.
- b. The Chief, Position Evaluation Division (PED) is responsible for reviewing personal rank assignment actions, including extensions, for propriety of grade.
- c. The Chief, Records and Services Division (RSD) is responsible for:
- (1) Providing quarterly listings to the Heads of Career Services on the status of utilization of the Career Service Staffing Authorization.

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- (2) Notifying the Heads of Career Services of the expiration date of personal rank assignments. A copy of this notification will be furnished PAD and PED.

### 3. PROCEDURE

The procedure for processing a personal rank assignment will be that prescribed in OPM 20-801-19 (51-56), dated 21 August 1956, subject: Routing and Control of Official Personnel Actions, for a routine promotion or assignment except that the Position Control Section (RSD) shall ensure that every action involving a personal rank assignment is routed to PED for the review prescribed in 2b above prior to its review by PAD.

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Harrison G. Reynolds  
Director of Personnel

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